



Position: Language and Training Coordinator(LTC)

Department: Programming & Training Unit

Supervisor: Programming and Training Manager

Type of position: Personal Services Contractor, Full Time

Summary

This position will work in close collaboration with the Training Manager (TM) to plan, implement and evaluate training with a specific focus on language and cross-cultural learning by Peace Corps Trainees (PCTs) and Volunteers (PCVs). The functions include coordinating the development of methods, materials, testing and appropriate staff for language and cross-culture training activities. The incumbent works with the programming, training, administrative, safety and medical staff members to ensure the consideration of language and culture into all aspects of Peace Corps programming and training. S/he will provide ongoing support and feedback to PCTs/PCVs, staff, and tutors. With oversight by the TM, Programming and Training Manager (PTM) and Director of Management and Operations (DMO), this position provides planning and logistical support, including managing materials and funds, to ensure the strategic and efficient use of training resources both before and during training events. Travel for extended periods of time is required.

Description

1. Language and Cross-Cultural Program Management.

This includes:

- Develop, maintain, and update all language and cross-cultural materials (language books, charts, tapes, videos, audio-visual aids, games, posters, handouts, etc.) needed by PCTs/PCVs throughout their service, including:
 - Language manuals for Pre-Service Trainings (PST) and In-Service Trainings (IST), including multi-language materials
 - Pre-PST language audio materials and script
 - Language learning tools for PCVs at their sites, particularly self-language learning techniques manuals
 - Materials for educating PCV language tutors at their sites
 - Cross-cultural materials and handouts including names of resource persons and places
 - Cross-Cultural information and materials provided in the Welcome Book
 - Other materials as determined in collaboration with TM and PTM
 - Coordinate working group of language teachers/ materials developers.
 - Maintain contact with language and cultural specialists in Washington, DC on the current status of materials development.
 - Involve interested PCVs in language and cross-cultural materials development

- Guide and supervise the development of language learning materials and procedures for the language tutoring program.
 - Help Volunteers identify their needs for individual learning and provide support in finding, training, and guiding their community language tutors.
 - Ensure the monitoring of PCV tutoring reimbursements by reviewing the summary of tutoring and ensuring they are within the tutoring reimbursement limit.
- Compile annual requirements for all language and cross-cultural materials and training, including budget and specific timeline requirements; these submissions should be coordinated with the TM and PTM and submitted to the DMO prior to the training events.
 - Monitor expenditures for all language and cross-cultural workshops and materials development or distribution.
 - Assure TM, PTM and DMO are updated on changing or new language/culture program requirements, expenditures and needs.
- Prepare reports on the language and cross-cultural components of PST and ISTs, including the number of hours of each provided at each training event.
 - Compile data, write, and submit requested reports related to PCT/PCV performance and language scores.
 - Prepare the annual Training Status Report (TSR) and provide information, as indicated by the PTM, to the programming staff for Program Status Reports (PSR).

2. **Coordinate language and cross-cultural components of Pre-Service Training (PST) and In-Service Trainings**

This element includes but is not limited to the following tasks:

- In conjunction with the other training staff, design and implement a language and cross-cultural training curriculum that addresses the knowledge, attitude, skill, and performance needs of PCTs for living and working successfully in the cultures of Sierra Leone; ensure that the language and cross-Cultural components are included in the 27 month PCV training continuum.
 - Develop and define language and cross-cultural competencies, learning objectives, and session plans.
 - Integrate language and cross cultural competencies and learning objectives into core and sector competencies.
 - Coordinate with TM and all trainers to ensure integration of personal health, safety and technical objectives into the language and cross- cultural training design.
 - Collaborate with TM to design an ongoing assessment and evaluation process for language and cross cultural components
 - Provide evaluative feedback, including simulation activities, to PCTs on their progress in language learning
 - Plan, coordinate, and conduct a mid and final Language Proficiency Interview (LPI)
 - Serve as a Language and Cross-Culture Facilitator when needed.
- Facilitate discussions, act as lead technical trainer, and act as a resource for aspects of cross-cultural training when needed.
 - In collaboration with the TM and PST Logistician, prepare all language class locations and ensure necessary repairs are made and equipment ordered.
 - Assist and advise PST Homestay Coordinator on cross-cultural topics and issues as needed; assist in identifying, training and evaluating families and the PCT experience as indicated by the PTM or TM.

- Consider special needs of PCTs, multi-language site placements, and technical needs of programming in designing language and cross-cultural training.
- Participate in the Trainee assessment process leading to the decision to recommend or not recommend each PCT to become a PCV.
- Participate in training activities as determined and approved by the TM.

3. Peer Leadership of Language and Cross-Culture Training Staff, including for example:

- Mentor contracted Language and Cross-culture Facilitators
 - Advertise, recruit, select, and hire the Language and Cross-Cultural Facilitators (LCFs).
 - Design, coordinate, and facilitate a Training of Trainers Selection Workshop to select Language and Cross-Culture Facilitators.
 - Design, coordinate, and facilitate an appropriate Training of Trainers for new and returning LCFs, including a language demonstration session for all staff.
 - Observe and provide feedback to LCFs on language teaching effectiveness during training events.
 - Assure that LCFs are providing effective feedback to PCTs/PCVs on their progress.
- Provide counseling in terms of language learning and teaching and serve as a language resource person for both LCFs and language learners.
 - Clarify roles and responsibilities of LCFs and assure understanding of Peace Corps policies, procedures, and guidelines.
 - In collaboration with the PTM and TM, develop an assessment and evaluation tool for LCFs and develop the procedure for selecting LCFs for future training events.
 - Coordinate PC LPI tester workshops; arrange for LPI tester training when needed.
- Advertise, interview and work with the TM, DMO and PTM to hire any necessary contractors to assist in language/cultural materials development; such activities should be previewed in advance as part of the IPBS planning process.

4. Training Administration

- Prepare the materials and site for training events in collaboration with TM and General Services
 - Coordinate staff and guests' requests for session materials and ensure they are available in a timely manner for training events.
 - Provide logistical support to staff and guest of training activities.
- Understand safety and security policies and implement them with the instruction of TM, PTM or CD.
 - Ensure that PCT/PCV whereabouts are appropriately recorded for training events.
- Collect and maintain training evaluation data including Language Proficiency Interview ratings and ensure they are recorded appropriately.
- Provide coverage for duties of the TM if absent.

5. Other

- Undertake responsibilities as staff point person for Volunteer committees and projects, as assigned, such as grants, Gender and Development, reproductive health, etc. Plan meetings and assist volunteers with the development of materials and implementation of the initiatives.
- As indicated by the PTM, assist with the preparation of the Integrated Programming and Budget Submission (IPBS) and participates in other strategic planning activities.
- Other duties assigned.

Safety and security

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

LEVEL AND EFFORT

Incumbent performs duties during a 40 hour work week at a set work schedule as indicated in the contract. Events may require occasional work in the evenings and on weekends and holidays.

Other

The Contractor is subject to world wide availability and may be requested by the Peace Corps to be reassigned or transferred to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

Occasional Money Holder

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the contracting officer.

Qualifications

The successful candidate should have at least a diploma with 3 years of teaching experience and demonstrate at least three 3 years of experience in all of the following:

- Experience developing language materials
- Experience in adult education/training design and evaluation, especially in a cross-cultural setting
- Experience in administration or project management, especially in an international organization
- Experience in professional presentations in both written and spoken English
- Experience in coaching people of varying backgrounds
- Demonstrated skill and experience in working with a team.